

ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		<i>[Signature]</i>
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO				
15	D/PERS		X		
16	D/Ex Staff				
17					
18					
19					
20					
21					
22					
SUSPENSE		Date			

Remarks

STAT

ER 88-3977X

Executive Secretary


19 Oct 88

Date

3637 (10-81)

ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
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14	D/PAO				
15	D/PERS		X		
16	D/Ex Staff				
17					
18					
19					
20					
21			X		
22					
		SUSPENSE _____ Date			

Remarks

STAT

ER 88-3957X

Executive Secretary

19 Oct 88

Date

3637 (10-81)



Blood Services, Washington Region
Northern Virginia Location
3554 Chain Bridge Road
Suite 403
Fairfax, Virginia 22030
(703) 246-9050

October 4, 1988

Dear Judge Webster,

The first Tuesday of every month CIA Headquarters sponsors an American Red Cross blood drive to collect 100 units(pints) of blood. This figure is approximately 15% of the 700 units we must collect daily to meet patient needs.

The productivity of these drives fluctuates between 75 and 115 units. A strong program of donor education and recruitment will ensure that the collection target is met or exceeded each month.

[redacted] has handled the blood program for CIA Headquarters. Shirley's assistance with the blood drives is greatly appreciated. Recently, [redacted] retired from the CIA. [redacted] assumed responsibility for the blood program at that time. This transition provides an excellent opportunity to rebuild your blood program.

To accomplish this task we need to organize a recruitment network of CIA employees at the Headquarters building to assist in donor recruitment, education, and recognition. A network will provide the personalized attention that the donors deserve.

I welcome any suggestions or assistance that you or your staff may provide. Your support is essential to build and maintain a strong blood program at the CIA.

I will contact your office shortly to offer my assistance to your staff.

Sincerely,

A handwritten signature in dark ink, appearing to read "Elinor J. Faeth".

Elinor J. Faeth
Blood Services Representative

Judge Webster
CIA
Washington, DC 20505

cc: [redacted]



An active partner in the United Way
of the National Capital Area



L-266-15